INSTRUCTIONS FOR PDOS USERS
WHEN USING FTP WITH THE AFPDC

We recommend that you access the Air Force Publishing Web Site (http://a'pubs.hq.af;mil), Download WS~FTP (Yes, it works with Prime), which is WS_FTP95.EXE (Ver. 4.12), and install it on your hard drive. The following instructions apply to that software. This self-extracting archive will work on Windows 3.1, 95, and NT! *Note: What you enter will be in **bold** lettering!

PREPARE YOUR FILE

1) Create your PDOS file (AFPDC.DAT or AFPDCO1.DAT). * Remember, you can set the default file name by:
   - A. Start PDOS.
   - B. Select Applications. Source Information.
   - C. Then double-click on the AFPDC address listing.
   - D. Change the Order File Name field to: PDONNNN (the NNNN being your four digit, AFPDC account number) . The .DAT extension is placed automatically by the program when the orders are generated.
   - E. Press Save. then Close.

CONNECT TO THE AFPDC FTP SERVER

2. After you have installed WS_FTP95.EXE, initiate the FTP program. You will get a session properties window. Enter the following: (You should only have to enter the data the first time!)
   - A. Host Name   (Please contact Bill Riley at the number at the end of this document for the hostname)
   - B. Host type   **AUTOMATIC DETECT** or **PRIMOS** (either will work).
   - C. User id   (Please contact Bill Riley at the number at the end of this document for the user id)
   - D. Password   (Please contact Bill Riley at the number at the end of this document for the password)
   - E. Click the OK button for the session properties window. This will connect you.

SEND YOUR FILE

3. You should see your directory on the left (Local System), and the USER>TRNSFER directory on the right. (Remote System). You may have to enlarge the window and widen the name column to see the whole file name on the Remote System side! (The windows 3.1 version doesn't have a name column).
   - A. Click the ASCII button. If you send it in Binary, it will not process!
   - B. Highlight your PDOS file. If the name of it is still AFPDC.DAT, you must now rename it to **pdounnn.dat**. (nnnn is your acct. #). Click the Rename button.
   - C. With the pdonnnn.dat file highlighted, Double-Click the file.
   - D. After it says the transfer is complete, Click the Refresh button, then use your vertical scroll bar to find your file in the USER>TRANSFER directory*.

   *Note:
   > The computer at the AFPDC will take your file, add a date and time stamp to it, and copy it into a holding Directory. So please give it time (about 15 sec.) to this before your try to look at or send another file. Your files will stay in the ~TRANSFER directory for 5 days, then will be deleted.

RETRIEVE YOUR ACK'S, WTS, Q64, QBO, ETC...

4. Every work day all the PDOS files get processed at 2:30 PM EST or 1930Z (1830Z on DST). If you send your file in by this time, it will run through a series of edit routines which generates the daily acknowledgments. S*ee the File Availability Schedule at the end of Page 2for dates and times/*
   - A. Get connected to the AFPDC FTP Server. (See Step 2 above).
   - B. Click the ASCII button. If you retrieve it in Binary. it will not be readable!
   - C. Find and Highlight your file (i.e. PDONNNN.ACK.YYMMDD.HHMMSS) and Double-Click.
   - D. It will appear in the Local System. High-light the file, then Click the view button to look at it.

If you **have, or need to use** *a DOS Version of* **FTP, Use the following Instructions**

✱ Note: What you enter will be in bold lettering!

CONNECT TO THE AFPDC FTP SERVER

1. At the MSDOS Prompt enter: (use lower case).
    A. ftp hostname (Please contact Bill Riley at the number at the end of this document for the hostname).
    B. user id (Please contact Bill Riley at the number at the end of this document for the user id).
    C. password (Please contact Bill Riley at the number at the end of this document for the password).
    D. ascii (you must be in ascii mode).

SEND YOUR FILE

2. Your pdos file should be in the directory where you connected from. (nnnn is your pdo #).
    A. send pdonnnn.dat (this transfers your file to the server).
    B. send afpdc.dat pdonnnn.dat (changes the name when it transfers).
    C. Is pdonnnn.dat@@ (this lists your files).

Note:

The computer at the AFPDC will take your file, add a date and time stamp to it, and copy it into a holding Directory. So please give it time (about 15 sec.) to this before your try to look at or send another file. Your files will stay in the TRANSFER directory for 5 days, then will be deleted.

RETRIEVE YOUR ACK'S, WTS, Q64, QBO, ETC...

3. If your still connected;
    A. Is pdonnnn.dat®® (this lists your files)
       For example, you may have an acknowledgment of receipt. So you would:
    B. get pdonnnn.ack~yymmdd.hhmmss (you must enter the entire file name).
       When you are finished sending or retrieving you files, just enter:
    C. *bye* (to disconnect and log off).

FILE AVAILABILITY SCHEDULE

Report	When Available
Daily Acknowledgments (.ACK)	Daily, by 4 PM EST. (DAT file sent here by 2:30 PM EST.)
Weekly Transaction Summary (. WTS)	Weekly, Every Fri. by 6 AM EST
Transaction Status Notice (.TSN)	Weekly, Every Fri. by 6 AM EST
Quarterly Backorder Listing (. QBO)	Quarterly, After Last Workday of Mar., Jun., Sep., Dec
Quarterly Requirements Extract (.Q64)	Quarterly, During 1st Week of Jan., Apr., Jul., Oct
Customer Service Response (.CSR)	As Completed, From incoming AF492's and AF1054's
PDO Address Changes (.NAC)	As Completed, From incoming Address Changes

All of these files *will* stay in the TRANSFER Directory for five working days from their creation date. After that, they will be deleted, so please be diligent in checking and transferring your files.

For additional assistance, please call Bill Riley, Comp. Ops. Mgr. at the AFPDC.
DSN 584-4729 or COMM. 410-687-3373 ext. 24, Between 0800 - 1630 EST., Mon. - Fri.
Email – afpdc@af pentagon.mil